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ABSTRACT

This bibliography is an annotated list of significant literature released in 1991 relating to the preservation of archival records. Geared to the general archives community, it is designed to serve as a convenient reference to sources considered to be the most useful for preservation planning and management. It is not intended to be comprehensive. This bibliography contains literature in English that relates to archive preservation. It does not contain sources that deliver information electronically nor does it refer to highly technical works. To the extent possible, citations include the cost of and instructions for ordering the publications. The list is arranged in the following subject areas: general works (5 titles); preservation planning and management (3 titles); environmental control (7 titles); reformatting (5 titles); disaster preparedness (1 title); paper and bound records (7 titles); photographs (7 titles); moving image and sound records (5 titles); and electronic records (5 titles). (JLB)

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Selected Readings in Preservation 1991

Compiled by

The Education Committee
of the
SAA Preservation Section

ALIC BIBLIOGRAPHY No. 10
SEPTEMBER 1993

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Introduction

Selected Readings in Preservation is an annotated list of significant literature relating to the preservation of archival records released in a given calendar year. Geared to the general archives community, it is designed to serve as a convenient reference to sources considered to be the most useful for preservation planning and management. It is not intended to be comprehensive. *Selected Readings in Preservation* will be issued annually by the Society of American Archivists Preservation Section as a service to the Section and the archives community. This issue contains sources from 1991.

Selected Readings in Preservation contains literature (books, reports, periodicals, and articles) in English that relate to archives preservation. It does not contain sources that deliver information electronically nor does it refer to highly technical works. To the extent possible, citations include the cost of and instructions for ordering the publications. The list is structured by subject area, as follows:

- general works (for sources that overlap specialized subject areas)
- preservation planning and management
- environmental control
- reformatting
- disaster preparedness
- preserving paper, bound records, photographs, moving image and sound records, and electronic records

The SAA Preservation Section's Education Committee and Steering Committee coordinate the selection and compilation of sources. Compilers include archivists and preservation specialists who review the preservation literature as part of their work and are qualified to assess it for its usefulness to the archival community. Sources selected for inclusion on the list meet stringent evaluation criteria for content, presentation, and availability, and are therefore highly recommended. Specifically, selected works must

- contain useful, significant, and accurate information
- be clearly written and comprehensible to the preservation non-specialist
- be easy to obtain

Contributors to this issue of *Selected Readings in Preservation* include the Preservation Section Education Committee members Diana Alper, Richard Cox, Carolyn Harris, Maria Holden (Chair), and Kathy Ludwig, and the following Preservation Section members: Hilary Kaplan, Beth Lindblom, Anne Marie Makarenko, Christopher Ann Paton, Sarah Wagner, and Steve Wagner. The Preservation Section Steering Committee guided the development of this issue and reviewed drafts. The Education Committee welcomes comments on *Selected Readings in Preservation* as it embarks on selecting and compiling sources from 1992.

Maria Holden
Chair, Education Committee
SAA Preservation Section

General Works

Adelstein, Peter Z. "The Latest Word on Archival." *Inform* (September 1991): 10-12.

Describes the meaning of the "LE" (life expectancy) rating adopted by the ANSI- accredited standards committee to rate life expectancy of photographic, magnetic, and optical media. The LE value replaces the more ambiguous designations of "archival" and "long-term."

Association for Information and Image Management, Suite 1100, 1100 Wayre Avenue, Silver Spring, MD 20910. Telephone: 301-587-8202. Issued monthly. Subscriptions, \$85/year.

Crawford-de Sa, Elizabeth, and Michele Valerie Cloonan. "The Preservation of Archival and Library Materials: A Bibliography of Government Publications." Parts 1 & 2. *Conservation Administration News* 46 (1991): 16-17, 30-31 and 47(1991): 12-13.

A useful compilation of government publications on preservation, many of which are free. Includes RAMP (Records and Archives Management Program) UNESCO studies.

University of Tulsa, McFarlin Library, 600 South College Avenue, Tulsa, OK 74104. Telephone: 918-631-3800. Issued quarterly. Subscriptions, \$24/year.

De Pew, John N. *A Library, Media, and Archival Preservation Handbook*. Santa Barbara, CA: ABC-CLIO, 1991. 441 p. Hard cover.

Compiles basic information about conservation and preservation. Covers a broad range of topics and formats from papermaking to audiovisual records. Includes discussion of services and suppliers and a good summary of properties and maintenance of electronic records..

ABC-CLIO, Inc., 130 Cremona Drive, P.O. Box 1911, Santa Barbara, CA 93116-1911. \$49.50.

Garlick, Karen, comp. *Preservation Papers of the 1990 SAA Annual Conference*. Chicago: Society of American Archivists Preservation Section, 1991. 98 p. Paper.

An unjuried collection of 18 preservation-related papers that includes issues relating to audio preservation; training of preservation professionals; permanent paper; reformatting oversize records; disaster planning and recovery; and preservation program planning.

SAA, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: 312-922-0140. \$12 members, \$16 non-members.

Henderson, Kathryn Luther, and William T. Henderson, eds. *Conserving and Preserving Materials in Nonbook Formats*. Urbana, IL: Graduate School of Library and Information Science, University of Illinois, 1991. 165 p. Cloth.

Proceedings of the 30th Allerton Conference held in 1988 on preserving non-book materials. This book includes chapters on preserving moving image, sound, computer, and photographic records, among other formats, by leaders in their respective fields. The quality of the chapters is mixed. However, several are recommended, including those authored by Sara Wolf Green, Gordon Neavill, and Mary Lynn Ritzenthaler.

University of Illinois- Urbana-Champaign, Publications Office, 249 Armory Building, 505 East Armory Street, Champaign, IL 61820-6291. Telephone: 217-333-1359. \$20.

Preservation Planning and Management

Keene, Suzanne. "Audits of Care: A Framework for Collections Condition Surveys." In *Storage, Papers Given at a UKIC Conference "Restoration '91,"* 6-16. London: United Kingdom Institute for Conservation, 1991. 32 p. Paper.

Describes a methodology developed by the Museum of London for assessing the condition of museum collections. Includes discussion of survey design and sampling by location. Although its focus is on museum collections, this article contains information relevant to archives.

United Kingdom Institute for Conservation, 37 Upper Addison Gardens, London UK W14 8AJ.
Telephone: 071-603-5643. \$19.20.

Library of Congress, National Endowment for the Humanities, and the National Archives and Records Administration. *National Conference on the Development of Statewide Preservation Programs*. Washington, DC: National Conference on the Development of Statewide Preservation Programs, 1991. 107 p. Paper.

The report of a conference held in March 1989 on the current status and future direction of statewide programs for the preservation of our intellectual heritage.

Commission on Preservation and Access, Suite 740, 1400 16th Street, N.W., Washington, DC 20036-2217. Telephone: 202-939-3400. \$15.

Merrill-Oldham, Jan, Carolyn Clark Morrow, and Mark Roosa. *Preservation Program Models: A Study Project and Report*. Washington, DC: Association of Research Libraries, 1991. 54 p. Paper.

Discusses functions of preservation programs and defines structure for those functions. Gives rationale, policy implications, and resource needs for each function. Case studies of four libraries are included.

Association of Research Libraries, 1527 New Hampshire Avenue, N.W., Washington, DC 20036.
\$20 members, \$60 non-members.

Environmental Control

Appelbaum, Barbara. *Guide to Environmental Protection of Collections*. Madison, CT: Sound View Press, 1991. 270 p. Cloth.

A guide to environmental control particularly useful to the non-specialist. Provides clear, comprehensive explanations of conditions that put collections at risk and solutions to them. The book is divided into two parts: environmental protection and assessing collections needs. The second part focuses on museum collections and may be less useful to archival readers. Appendices include sources of supplies and a select bibliography.

SAA, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: 312-922-0140. \$35 members, \$40 non-members.

Chamberlain, William R. "A New Approach to Treating Fungus in Small Libraries." *The Abbey Newsletter* 15 (November 1991): 109-111. (Reprinted, with permission, in revised and updated form, from *Biodeterioration Research 1*, edited by Gerald Llewellyn and Charles O'Rear. New York and London: Plenum Press, 1988. p. 323-327.)

Lists factors that contribute to mold growth and eight steps toward controlling an outbreak.

Abbey Publications, 7105 Geneva Drive, Austin, TX 78723. Telephone: 512-929-3992. Issued eight times a year. Individual subscriptions, \$37/year; students, \$20/year; institutional subscriptions, \$45/year.

Environmental Protection Agency. *Building Air Quality: A Guide for Building Owners and Facility Managers*. Washington, DC: EPA, 1991. Appendices. 228 p. Three-ring binder.

Provides clear guidelines for preventing indoor air quality problems and resolving them if they occur. Identifies actions to improve indoor air quality and appropriate personnel for their implementation. Appendices cover indoor air quality measurement, HVAC system components, and control of moisture and mold, among other topics. Sample checklist and forms relating to indoor air quality measurement and assessment are included. Although aimed at building owners and managers, this book is required reading for anyone concerned with air quality evaluation and improvement.

New Orders, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954. Fax 202-512-2250. \$24.

Gilberg, Mark, and Agnes Brokerhof. "The Control of Insect Pests in Museum Collections: The Effects of Low Temperature on *Stegobium Paniceum* (Linneas), the Drugstore Beetle." *Journal of the American Institute for Conservation* 30 (Fall 1991): 197-201.

Describes the use of low temperatures (-20 degrees C) as an alternative to chemical fumigation to control insect infestations. Complete mortality was observed for all insect developmental stages.

American Institute for Conservation, 1400 16th Street, N.W., Suite 340, Washington, DC 20036. Telephone: 202-232-6636. Issued three times a year. Subscriptions, \$63/year. Back issues, \$9 members, \$18 non-members.

Odegaard, Nancy. "Insect Monitoring in Museums." *WAAC Newsletter*. 13 (January 1991): 19-20.

Discusses integrated pest management and provides concrete guidelines for insect monitoring using sticky traps. Recommends use of traps as an identification tool, to be followed by habitat modification for control and prevention.

Western Association for Art Conservation, Mary Piper Hough, WAAC Secretary/Treasurer, 2110 Mitchell Avenue, Los Angeles, CA 90066. Telephone: 310-451-4135. Issued three times a year. Subscriptions, \$30/year. Back issues, \$5.

Kaplan, Hilary. Report to SAA Council on the International Seminar on Research in Preservation and Conservation, 25-29 May 1991. Atlanta: Georgia Department of Archives and History, 1991. 14 p. Paper.

Provides an overview of the international seminar organized by the Conservation Education Programs at Columbia University in cooperation with UNESCO, IFLA, and ICA. The 24 presentations focus on the effects of environmental conditions and means for controlling mold and insects with limited resources.

SAA, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: 312-922-0140. \$3 plus shipping and handling.

Lull, William P., with Paul Banks. *Conservation Environment Guidelines for Libraries and Archives*. Albany, NY: New York State Library, 1991. Appendices. Index. iv. 87 p. Paper.

Provides excellent guidelines for evaluating and improving storage environments in libraries and archives. Ideal and compromise environmental goals are suggested, as are interim and low-cost measures to improve conditions. Sections on building systems and on the planning, design, and construction processes will be particularly useful to those considering construction or renovation. The appendices provide a list of common terms used in design and construction, a select bibliography, and guidelines for selecting manufacturers of related supplies and equipment.

New York State Program for the Conservation and Preservation of Library Research Materials, New York State Library, Cultural Education Center, Albany, NY 12230. Telephone: 518-474-6971. \$10.

Reformatting

Image Permanence Institute. *Polysulfide Treatment of Microfilm Using IPI Silverlock (TM) — Some Questions and Answers*. Rochester, NY: IPI, 1991. 7 p. Paper.

Discusses, in lay terms, the role of polysulfide toning of silver gelatin microfilm in improving image resistance to fading and red spot formation.

IPI, Rochester Institute of Technology, Gannett Memorial Building, P.O. Box 9887, Rochester, NY 14623-0887. Free.

Kenney, Anne R., and Lynne K. Personius. "Update on Digital Techniques." *Commission on Preservation and Access Newsletter* 40 (November-December 1991): 1-6.

Reports on the joint Cornell-Xerox project to digitally capture deteriorated volumes to provide network access and the capacity to produce high quality paper facsimiles and/or microfilm copies. This article presents an overview of the associated technology, as well as a preliminary comparison between scanning and microfilming in the areas of cost and production rates. (The project is ongoing (12/92) and has been described in more recent Commission publications.)

Commission on Preservation and Access, Suite 740, 1400 16th Street, N.W., Washington, DC 20036-2217. Telephone: 202-939-3400. Issued monthly. Free.

National Archives and Records Administration and the National Association of Government Archives and Records Administrators. *Digital Imaging and Optical Media Storage Systems: Guidelines for State and Local Government Agencies*. Albany, NY: NAGARA, 1991. Appendices. 70 p. Paper.

Reports on a project undertaken by the NARA Archival Research and Evaluation Staff to assess the experience of 60 state and local governments with digital imaging and optical media storage systems. Guidelines identify management issues relating to existing technology and use of digital imaging and optical disk systems.

NAGARA Publications and Membership Services Office, 48 Howard Street, Albany, NY 12207. Telephone: 518-463-8644. \$20.

National Archives and Records Administration. *Optical Digital Image Storage System*. Technical Information Paper #10. Washington, DC: NARA, 1991. 378 p. Paper.

Reports on NARA's five year project to evaluate the feasibility, costs, and benefits of digital imaging and optical disk technologies to support archival programs. Includes a useful introduction to these technologies in Appendix A.

NSZ, National Archives and Records Administration, Washington, DC 20408. Telephone: 202-501-5540. Free until copies run out. After that, order from National Information Service, 5285 Port Royal Road, Springfield, VA 22161. Telephone: 703-487-4650. Price to be determined.

Waters, Donald J. *From Microfilm to Digital Imagery*. Washington, DC: Commission on Preservation and Access, 1991. 41 p. Paper.

Summarizes the initial planning phase of a larger project to develop systems for the conversion of preserved library materials from microfilm to digital images. Identifies system architecture and plan of work.

Commission on Preservation and Access, Suite 740, 1400 16th Street, N.W., Washington, DC 20036-2217. Telephone: 202-939-3400. \$5.

Disaster Preparedness

National Fire Protection Association. *Recommended Practice for the Protection of Libraries and Library Collections (NFPA #910) and Recommended Practice for the Protection of Museums and Museum Collections (NFPA #911)*. Quincy, MA: NFPA, 1991. Index. 48 p., 29 p. Paper.

Provide well-organized and clearly written information about fire protection in libraries and museums, much of which is applicable to archives. Various types of fire detection and suppression equipment are described and evaluated, and considerable space is devoted to fire prevention. NFPA #910 provides a useful fire safety checklist. These guides update and replace the 1985 editions, and include case histories of recent library and museum fires.

NFPA, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101. Telephone: 800-344-3555. \$18 each.

Paper and Bound Records

Burgess, Helen D. "Evaluation and Comparison of Commercial Mass-Deacidification Processes: Part 1 - Project Planning and Selection of Materials." *The Book and Paper Group Annual* 10 (1991): 22-42. 229 p. Paper.

Describes a testing program developed by the Canadian Conservation Institute to assess three commercial mass deacidification processes: Wei To, DEZ, and FMC's MG3. The project is designed to determine the effect of mass deacidification on new and degraded paper as well as on writing media, binding materials and special paper types. Findings will facilitate the selection of materials for deacidification and of a suitable process.

American Institute for Conservation, 1400 16th Street, N.W., Suite 340, Washington, DC 20036. Telephone: 202-232-6636. \$15 members, \$30 non-members.

Lienardy, Anne. "A Bibliographical Survey of Mass Deacidification Methods." *Restaurator* 12 (1991): 75-103.

Describes 15 mass deacidification processes using published information, reports from the field, and selective testing. Advantages, disadvantages, and relative costs of each method are reviewed. Conclusion lists author's questions which remain unanswered by survey.

MUNSKGAARD International Publishers Ltd., 35 Norre Sogade, Postbox 2148, DK-1016 Copenhagen K, Denmark. Issued quarterly. Subscription @ \$94. (Cost subject to exchange rate.)

McCrary, Ellen. "Conservatism in Conservation: A Round Table Discussion, May 1991." *The Abbey Newsletter* 15 (October 1991): 101-103. (Round table was presented at the American Institute for Conservation annual meeting, Richmond, May 1990. Proceedings were edited by Nathan Stolow and published in March 1991 by the Conservators in Private Practice specialty group.)

Describes a current attitude toward paper conservation treatment that advocates minimal intervention and a conservative approach. Various treatment procedures are discussed within the context of scientific analysis, observations made on previous treatments, and the need to maintain the integrity of the object.

Abbey Publications, 7105 Geneva Drive, Austin, TX 78723. Telephone: 512-929-3992. Issued eight times a year. Individual subscriptions, \$37/year; students, \$20/year; institutional subscriptions, \$45/year.

McCrary, Ellen. "Guidelines for Preservation Photocopying of Replacement Pages." *The Abbey Newsletter* 15 (September 1991): 79-80. (Reprinted with permission of the American Library Association, from ALCT's 1990 "Guidelines for Preservation Photocopying of Replacement Pages," ALA 1990.)

Outlines procedures for photocopying of pages to be tipped in, bound, or microfilmed.

Abbey Publications, 7105 Geneva Drive, Austin, TX 78723. Telephone: 512-929-3992. Issued eight times a year. Individual subscriptions, \$37/year; students, \$20/year; institutional subscriptions, \$45/year.

McCrary, Ellen. "Permanent Papers on the Market." *Alkaline Paper Advocate* 4 (November 1991): 48-50.

Lists paper companies that produce permanent quality papers. The list includes specific names of papers and their intended use; percentage of recycled fibers and post consumer waste; and compliance with ANSI or ASTM permanent paper standards.

Abbey Publications, 7105 Geneva Drive, Austin, TX 78723. Telephone: 512-929-3992. Issued six times a year. Individual subscriptions, \$30/year; students, \$20/year; institutional subscriptions, \$40/year.

McCrary, Ellen. "Progress in Preservation." *Alkaline Paper Advocate* 4 (May 1991): 15-18.

Summarizes conservation and preservation developments over the last few years covering 11 topics: education; growth of the field; pest control; environmental control; mass deacidification; strengthening and strength testing; originals v. copies; permanent inks; and paper conservation research into enzymes, foxing, and bleaching.

Abbey Publications, 7105 Geneva Drive, Austin, TX 78723. Telephone: 512-929-3992. Issued six times a year. Individual subscriptions \$30/year; students, \$20/year; institutional subscriptions \$40/year.

Ogden, Sherelyn. "Preservation Options for Scrapbook and Album Formats." *The Book and Paper Group Annual* 10 (1991): 149-163. 229 p. Paper.

Discusses factors contributing to scrapbook and album deterioration, provides an overview of preservation options ranging from reformatting to full conservation of the original, and suggests treatment selection criteria such as artifactual value, informational value, condition, level of use, cost, and security needs.

American Institute for Conservation, 1400 16th Street, N.W., Suite 340, Washington, DC 20036.
Telephone: 202-232-6636. \$15 members, \$30 non-members.

Photographs

Baldwin, Gordon. *Looking at Photographs - A Guide to Technical Terms*. Malibu, CA: The J. Paul Getty Museum, in association with the British Museum Press, 1991. 88 p. Paper.

A concise, technical guide to photographic processes and materials used in photography. Entries are arranged alphabetically. This small encyclopedia is a nice companion to James M. Reilly's book *Care and Identification of 19th Century Photographic Prints* and Luis Nadeau's two-volume *Encyclopedia of Printing, Photographic and Photomechanical Processes*. The Getty book, unlike Reilly's, covers negatives and modern processes; unlike Nadeau's encyclopedia, this book focuses on photographic processes and materials, and is fully illustrated.

J. Paul Getty Museum, 17985 Pacific Coast Highway, Malibu, CA 90265-5799. \$10.

McCabe, Constance. "Glass Plate Negatives: The Importance of Relative Humidity in Storage." In *Sauvegarde et Conservation des Photographies, Dessins, Imprimés et Manuscrits; Actes des Journées Internationales d'Etudes de l'ARSAG*. 30 Sept.-4 Oct. 1991: 36-44.

Provides a short technical history of glass plate negatives (collodion and gelatin), an overview of preservation issues, and a brief discussion of experiments studying the effect of relative humidity on the stability of the glass and emulsion layer. The author recommends a relative humidity of 35+/- 3% in order to control the deterioration of glass at humidities higher than 40%, and the exacerbation of flaking of emulsions which occurs at below 35% RH.

ARSAG (Association pour la Recherche Scientifique sur les Arts Graphiques), 36 rue Geoffrey, St Hilaire, Paris France 75005. 350 FF.

McCabe, Constance. "Photographic Preservation: Addressing Complex Institutional Needs." *Restaurator* 12 (1991): 185-200.

Covers the preservation challenges posed by large archival or research collections of photographs. Issues discussed include negative duplication options and quality; environmental storage conditions and the need for low temperature storage of film negatives; and standards pertaining to storage and duplication.

MUNSKGAARD International Publishers Ltd., 35 Norre Sogade, Postbox 2148, DK-1016 Copenhagen K, Denmark. Issued quarterly. Subscription @\$94. (Cost subject to exchange rate.)

McCabe, Constance. "Preservation of 19th-Century Negatives in the National Archives." *Journal of the American Institute for Conservation* 30 (1991): 41-73.

Describes a project to preserve approximately 8,000 glass plate negatives. Topics covered include duplication; housing of intact and broken negatives; storage furniture; and preservation issues associated with the deterioration of the glass, collodion, and silver image components of the negatives.

American Institute for Conservation, 1400 16th Street, N.W., Suite 340, Washington, DC 20036. Telephone: 202-232-6636. Issued three times a year. Subscriptions, \$63/year. Back issues, \$9 members, \$18 non-members.

Porro, Jennifer, ed. *Photograph Preservation and the Research Library*. Mountain View, CA: The Research Libraries Group, Inc., 1991. 56 p. Paper.

Postprints of the October 1990 RLG Symposium on the Preservation of Photograph Collections in Research Libraries provide an excellent compendium of current information in photograph preservation. Papers include: "Preservation Planning for Diverse Photographic Holdings" (D.H. Norris); "Duplication Options for Deteriorating Photo Collections" (S. Puglia); "Photograph Preservation: A New Component of Preservation Programs" (P. De Stefano); "Preserving Photograph Collections in Research Libraries - A Perspective" (J.M. Reilly); "Challenges of Access and Bibliographic Control for Larger Photographic Collections" (J. Van Haaften).

Distribution Services Coordinator, The Research Libraries Group, Inc., 1200 Villa Street, Mountain View, CA 94041-1100. \$5.

Reilly, James M., Peter Z. Adelstein, and Douglas W. Nishimura. *Final Report to the Office of Preservation, NEH Grant #ps-20159-88 Preservation of Safety Film, March 28, 1991*. Appendices. 103 p. Paper.

Discusses the results of a long-term research project investigating the deterioration processes of cellulose acetate film (safety film). The first 30 pages include a well-written history of negative films, causes of their deterioration, and an executive summary of the research results with a discussion of the implications for the preservation of safety film used in still photograph negatives, motion pictures, and microfilm.

Image Permanence Institute, Rochester Institute of Technology, Gannett Memorial Building, P.O. Box 9887, Rochester, NY 14623-0887. Telephone: 716-475-5199. \$50.

Wagner, Sarah. "Some Recent Photograph Preservation Activities at the Library of Congress." *Topics in Photographic Preservation* 4 (1991): 136-150. 178 p. Paper.

Discusses housings for daguerreotypes, flattening and housing of panoramic photographic prints, and conservation of cyanotypes. Also discusses videodiscs and their applications in the preservation of original materials.

American Institute for Conservation, 1400 16th Street, N.W., Suite 340, Washington, DC 20036. Telephone: 202-232-6636. Issued once a year. \$15 members, \$17.50 non-members.

Moving Image and Sound Records

Boston, George, ed. *Guide to the Basic Technical Equipment Required by Audio, Film and Television Archives*. Written by members of the Coordinating Committee for the Technical Commissions of the International Organizations for Audio, Film and Television Archives. n.p.: UNESCO, 1991. 104 p. Spiral bound paper.

Written by prominent figures in the fields of moving image and audio archives, this manual includes an introductory section discussing the need for technical research regarding audiovisual materials in archives, the origins of this particular publication, and general definitions used throughout the guide. Subsequent chapters are devoted to film, video, and audio archives, and explain the physical characteristics of each medium, preservation concerns, copying requirements, and equipment needs.

Belfer Audio Laboratory and Archives, Attention Susan Stinson, 222 Waverly Avenue, Syracuse, New York 13244-2010. Telephone: 315-443-3477. \$15 plus \$2.59 shipping and handling. Make check payable to Technical Coordinating Committee, and do not send until receipt of invoice.

National Archives and Records Administration. *The Management of Audiovisual Records in Federal Agencies: A General Report*. Washington, DC: NARA, 1991. 41 p. Paper.

Provides useful information, applicable to a variety of institutions, on preserving audiovisual records.

NI, National Archives and Records Administration, 601 D Street, N.W., Washington, DC 20408. Telephone: 202-501-6000. Free.

Paton, Christopher Ann. "Annotated Bibliography of Works Relating to Sound Recordings and Magnetic and Optical Media." *Midwestern Archivist* 16, no. 1 (1991): 31-47.

Contains over 80 annotated citations to literature relating to various audio recording media. It includes sources on physical structure, aging characteristics, and preservation problems, as well as appraisal, storage and handling, and re-recording.

Midwestern Archives Conference, University Archives, Northwestern University, Evanston, IL 60208-2300. Issued semiannually. Individual subscriptions, \$12; institutional, \$20. Back issues, \$3.50 plus postage and handling.

Schüller, Dietrich. "The Ethics of Preservation, Restoration, and Re-Issues of Historical Sound Recordings." *Journal of the Audio Engineering Society* 39, no. 12 (1991): 1014-1017.

Discusses issues that should be considered when re-recording historical sound recordings, such as the characteristics of the original recording and playback device, flaws in the original recording, damage, and deterioration. The author analyzes the recording and re-recording processes and offers a seven-point list of possible actions and decisions for archival re-recording.

St-Laurent, Gilles. *The Care and Handling of Recorded Sound Materials*. Washington, DC: Commission on Preservation and Access, 1991. 20 p. Paper.

A practical guide to preserving sound records.

Commission on Preservation and Access, Suite 740, 1400 16th Street, N.W., Washington, DC 20036-2217. Telephone: 202-939-3400. Free.

Electronic Records

Bearman, David, ed. "Archival Management of Electronic Records." *Archives and Museum Informatics Technical Report*. 13 (1991). 56 p. Paper.

Series of essays that consider the management of electronic records and what their preservation entails. Authors Ken Thibodeau, David Bearman, Margaret Hedstrom, Alan Kowolowitz, Michael Miller, and Terry Cook describe the difficulties inherent in archival strategies for appraising and preserving electronic records. These essays outline the challenges preservation managers need to address because of the nature of electronic records.

SAA, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: 312-922-0140. \$20.

National Academy of Public Administration. *The Archives of the Future: Archival Strategies for the Treatment of Electronic Databases*. Report to the National Archives and Records Administration. Washington, DC: NAPA, 1991. 40 p. Paper or microfiche.

Report of a project to develop a comprehensive inventory of "major program-related databases" in federal agencies. The report's main interest to preservation managers is in some of its key recommendations to the National Archives -- including ongoing maintenance of a locator system of such databases, working to "ensure that preservation of records is made an integral part of information systems design," developing a position on electronic mail and bulletin board systems, and determining when other organizations should "retain physically the archival records" -- all of which require a major reorientation by the National Archives in its preservation of electronic records.

National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. Telephone: 703-487-4650. Publication is NTIS #PB92-178631. \$27 paper, \$12.50 microfiche.

National Historical Publications and Records Commission. *Research Issues in Electronic Records*. St. Paul: Minnesota Historical Society, 1991. 37 p. Paper.

Report of the Working Meeting on Research Issues in Electronic Records convened to identify and analyze issues, and initiate a course of action for the preservation of electronic records.

NHPRC-NP, National Archives Building, Room 607, Washington, DC 20408. Telephone: 202-501-5610. Free.

"Recommendations for Storing and Handling Machine-Readable Data Carriers." *Restaurator* 12 (1991): 233.

List of eight storage and handling recommendations for machine-readable storage media (computer tapes and discs). A useful single-sheet summary.

MUNSKGAARD International Publishers Ltd., 35 Norre Sogade, Postbox 2148, DK-1016 Copenhagen K, Denmark. Issued quarterly. Subscription @\$94. (Cost subject to exchange rate.)

Smith, Leslie E. "Factors Governing the Long-term Stability of Polyester-based Recording Media." *Restaurator* 12 (1991): 201-218.

Summarizes findings of research into the chemistry and aging of magnetic tape conducted at the National Institute of Standards and Technology over the last decade. Studies conclude that the usual cause of tape failure is the polyurethane binder layer. Storage and maintenance needs of magnetic tapes are included.

MUNSKGAARD International Publishers Ltd., 35 Norre Sogade, Postbox 2148, DK-1016 Copenhagen K, Denmark. Issued quarterly. Subscription @\$94. (Cost subject to exchange rate.)